

# RELEASE FROM ACTIVE DUTY (RELAD)

## Overview

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**Introduction** This section provides the procedures for Releasing a Member from Active Duty if a military obligation remains. Within the Separation Transaction, you may Dispose of Leave, Change a Members Reserve Status, and Declare Location of RELAD on Orders and Complete a DD214.

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**Reference** The following references provide additional information about releasing a member from active duty.

- [Personnel Manual, COMDTINST M1000.6 \(series\)](#)
  - [Joint Federal Travel Regulations, Volume 1](#)
  - [Personnel and Pay Procedures Manual, PSCINST MI000.2 \(series\)](#)
  - [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
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**Before You Begin** Normal Expiration of Enlistment type separations do not require prior authorization from CGPC, and will not appear on the airport terminal. For all Normal Expiration of Enlistment type separations, the SPO will start the Separation transaction. After the **Save**, the **Separation Type**, **Termination Date** and **Departure Date** will not be editable. If a mistake is made with the **Separation Type** or **Termination Date**, you will have to Delete the Transaction and insert a new row.

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**Travel Order Numbers (TONOs) for Separation Orders** The Travel Order Number is generated when the separation transaction is saved by the SPO Supervisor (CGHRSUP Role User). There is no longer any need to request a separation TONO from PCS (SES) please discontinue e-mailing requests for TONO's.

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**Contents** The following topics are covered in this guide. Use the online help at:

<http://www.uscg.mil/hq/psc/ps> or <http://cgweb.uscg.mil/g-w/psc/ps> for instructions on completing the DD-214, accessing, and using the airport terminal and tutorials for completing separations.

Topic	See Page
<a href="#">Data Entry</a>	4
<a href="#">Approval Procedure</a>	14

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*Continued on next page*

# RELEASE FROM ACTIVE DUTY (RELAD)

## Overview

### Process

This table lists the events that take place in connection with a RELAD. This table is not meant to be all-inclusive; it merely provides an overview of the process to aid in understanding the events that must take place in order for the separation transaction to be input.

Stage	Trigger	Who Does it	What Happens
1	Receipt of e-mail orders from PeopleSoft	Member	Submits Career Intentions Worksheet (CIW) (CG PSC 2045)
2	Receipt of CIW	Member's Command	Endorses CIW and forwards to Servicing Personnel Office (SPO).
3	Receipt of CIW	SPO-Data Entry Technician (CGHRS Role User)	Inputs Career Intentions in PeopleSoft (Note: There are additional requirements listed on section 3-B of the Personnel Pay and Procedures Manual that the SPO must complete in connection with a RELAD.
4	Receipt of CIW. Updating and saving the separation transaction.	SPO-Data Entry Technician (CGHRS Role User)	Enters the Reenlistment Eligibility Code, and SPD Code for enlisted personnel in the separation transaction and saves. (Note: <b>The separation transaction must be accessed and saved before the user can access the orders.</b> ) Completes orders, entering delay enroute (terminal leave), dependent data, mode of travel etc
5	Completion and saving of orders data entry	System	Updates departure date on separation transaction to reflect terminal leave (Note: This will not be reflected on the screen until the separation transaction is updated and saved).
6	Completion and saving of orders data entry	SPO-Data Entry Technician (CGHRS Role User)	Finishes the separation transaction, routes to supervisor for approval.
7	Worklist entry	SPO-Supervisor (CGHSRUP Role User)	Reviews and approves separation transaction.  Prints and signs orders and DD-214, forwards to member.
8	Approval and save of separation transaction by CGHRSUP	System	Generates JUMPS transaction (L68B).

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# RELEASE FROM ACTIVE DUTY (RELAD)

## Overview, Continued

**Process (cont)** If the member has never been a Reservist, you must complete the Reserve Status Tab Page prior to creating Orders. This transaction does not require Review and Approval.

If the member has previously been a Reservist, you may complete the Reserve Status Tab Page if the data should change.

The Reserve Status Transaction is separate from the RELAD Transaction and does NOT require Review and Approval but should never be done from the Separation component unless being done in conjunction with the RELAD.

If for any reason a RELAD Transaction needs to be Deleted and the Reserve Status Transaction was done in conjunction with the RELAD, you should Delete the Reserve Status Transaction from the Separation component and prior to Deleting the RELAD Transaction.

If for any reason a Reserve Status Transaction that was done in conjunction with the RELAD and needs to be corrected, you should Correct the Reserve Status Transaction and Save. There is no need to modify the RELAD.

If there is a need to change both the RELAD data and the Reserve Transaction data, complete both changes and Save once. In this case, since the RELAD Transaction was changed, you should route for approval and Save.

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*Continued on next page*

# RELEASE FROM ACTIVE DUTY (RELAD)



## Data Entry

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**Introduction** This section provides the procedures for Releasing a Member From Active Duty (RELAD) in PeopleSoft.

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**Procedure** Follow these steps to process a separation transaction. If the Orders Link at the bottom of the Separation Tab Page is available for selection, then the Orders do exist. You should proceed directly to the Orders Page to make your declarations and Save. If the Orders Link is not available for selection, you must complete the Separations Tab Page and the Reserve Status Page and Save.


Step	Action
1	<p>Select menu items in the following order:</p> <p><b>Home &gt; Administer Workforce &gt; Administer Workforce (GBL) &gt; Use &gt; Separations</b></p> <p>Enter the member's employee ID number and click the search button.</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p> <p>You can view the status of a RELAD request/authorization in PeopleSoft using the Separation Summary module. You can also access the separation transaction from the Airport Terminal once the Separation Transaction has been started and saved.</p> <p>Click the  button on the row with the member's orders and the separation page will open. See <a href="#">Using the Airport Terminal</a> in the online help for more information.</p> <p><b>For all Normal Expiration of Enlistment type separations, the SPO will start the Separation transaction. After the Save, the Separation Type, Termination Date and Departure Date will not be editable. If a mistake is made with the Separation Type or Termination Date, you will have to Delete the Transaction and insert a new row.</b></p>

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# RELEASE FROM ACTIVE DUTY (RELAD)




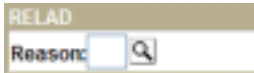

## Data Entry, Continued

Step	Action
2	<p>The Separations page will display. Use code “D” for the Release from Active Duty (RELAD) event for members in the following situations:</p> <ul style="list-style-type: none"> <li>Regular active duty enlisted members who have <b>NOT</b> met their military obligation and are to be released from active duty to be put into the reserve components. The RELAD transaction will depart and report members to their first unit as a regular reserve (this is only for members who will actively participate in the selective reserve program upon completion of active duty and have remaining service obligation). However, if member was released from active duty and does not participate in the selective reserve program then the member is transferred to <b>DEPTID 002817</b> (IRR).</li> <li><b>Note:</b> If the member has met his/her military obligation, then the member should be <b>discharged</b> from the active duty component and <b>accessed</b> into the Coast Guard Reserve component. Use the Enlistment into the Coast Guard event or Officer Accession into the Coast Guard event to access the member.</li> <li>Regular or reserve members on extended active duty being released from active duty due to hardship or convenience of the government.</li> <li>Recalled retired members who are on active duty and are being released from active duty to be put back into a full-retired status.</li> <li>Reserve members who are on extended active duty for greater than 139 days and need to be released back into the reserve.</li> </ul> <p><b>NOTE:</b> For any Separation Type of RELAD, you <b>MUST</b> complete the Reserve Status Tab. This transaction does not require Review and Approval and is separate from the Separation Transaction. When accessing the Reserve Status Page: If a completed Reserve Status Page exists, you must insert a new row. If an incomplete or blank Reserve Status Page appears, you must complete the page. In either case the effective date of the Training Pay Category must be one day greater than the effective RELAD Date. If there was a valid Classification Date, it should remain the same otherwise it should also be one day greater than the effective RELAD Date. If for any reason a RELAD Transaction needs to be Deleted, you should Delete the Reserve Status Transaction prior to Deleting the RELAD Transaction. If a Reserve Status Transaction that was done in conjunction with the RELAD needs to be corrected, you should Correct the Reserve Status Transaction and Save. There is no need to modify the RELAD.</p> <p><b>“D” for RELAD</b></p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Separations</a></p> 

Continued on next page

# RELEASE FROM ACTIVE DUTY (RELAD)




## Data Entry, Continued

Step	Action										
3	<p>There are <b>two fields</b> on this tab that need to be completed by the SPO:</p> <ol style="list-style-type: none"> <li>1. Select an <b>SPD (Separation Program Designator) Code</b> by clicking on the lookup icon (magnifying glass) and selecting the applicable code.</li> <li>2. <b>For enlisted only</b>, enter the <b>Reenlistment Eligibility</b> code by clicking on the lookup icon (magnifying glass) and selecting the applicable code. The list of available codes is tied to the SPD code.</li> </ol> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Type</td><td>Separation Type, Use "D" for RELAD</td></tr> <tr> <td>SPD</td><td>Separation Program Designator. Enter the Separation Program Designator based on the member's separation reason. Click on the  to look up. Based on the Type and SPD codes entered, additional fields will appear on the page.</td></tr> <tr> <td>Termination Date</td><td>Enter the last day of active duty for the member. The Termination Date is the Effective RELAD Date.</td></tr> <tr> <td>Departure Date</td><td>The <b>Departure Date</b> (a non-editable field) will take into consideration any terminal leave requested on the member's orders. However, since the orders must exist before you enter any terminal leave, the <b>Departure Date</b> will not be properly set until you forward the Separation for Approval or Save the Separation Page after the Terminal Leave has been entered.</td></tr> </tbody> </table>	Field	Description	Type	Separation Type, Use "D" for RELAD	SPD	Separation Program Designator. Enter the Separation Program Designator based on the member's separation reason. Click on the  to look up. Based on the Type and SPD codes entered, additional fields will appear on the page.	Termination Date	Enter the last day of active duty for the member. The Termination Date is the Effective RELAD Date.	Departure Date	The <b>Departure Date</b> (a non-editable field) will take into consideration any terminal leave requested on the member's orders. However, since the orders must exist before you enter any terminal leave, the <b>Departure Date</b> will not be properly set until you forward the Separation for Approval or Save the Separation Page after the Terminal Leave has been entered.
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4	<p>Complete the RELAD Section (<b>This section will appear when the "D" RELAD is selected in the TYPE block.</b></p> <div data-bbox="672 1213 924 1285" data-label="Form">  </div> <p>Enter the <b>Reason</b> or click the  button to see a listing. <b>This field will not appear for officers</b></p>										

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## RELEASE FROM ACTIVE DUTY (RELAD)







### Data Entry, Continued

Step	Action										
5	<p>This section provides instructions for completing the Separation Pay Page. Once data entry is completed for the Separation page, click on Separation Pay Tab if the member is entitled to separation pay. The following page will appear.</p> <p>Click the <b>Separation Pay</b> tab and complete the following:</p> <table><tr><th>Field</th><th>Description</th></tr><tr><td>Earnings Type</td><td>Click on the  to find the pertaining code. Pre-filled if HQ approval received.</td></tr><tr><td>Highest Pay Grade Held</td><td>If an officer or enlisted member is entitled to Severance Pay Disability (S01A), enter the highest grade the member satisfactorily held. Otherwise leave blank.</td></tr><tr><td>YY/MM of Active Service</td><td>This field will be automatically filled, however the active service time still needs to be verified by the SPO. The data will be used in the computation of Severance Pay Disability, Reserve and Enlisted Separation Pay.</td></tr><tr><td>Discharge Gratuity</td><td>If entitled, enter the amount of Discharge Gratuity. Must not exceed \$25.00.</td></tr></table> <p style="text-align: center;"><b>Earnings Types</b></p> <p><b>For a RELAD Type “D” separation on a regular active duty member, the following codes are valid:</b></p> <p>S04A Separation Pay Enlisted Full Pay /Satisfactory S04B Separation Pay Enlisted Half Pay /Substandard</p> <p><b>For a RELAD Type “D” separation on a extended active duty reservists, the following codes are valid:</b></p> <p>S04C Separation Pay Reserve Enlisted Half Pay/Substandard S04D Separation Pay Reserve Enlisted Full Pay/Satisfactory S04E Separation Pay Reserve Officer Full Pay/Satisfactory S04F Separation Pay Reserve Officer Half Pay/Substandard S06A Reserve Lump Sum Readjustment Full Pay/Satisfactory S06B Reserve Lump Sum Readjustment Half Pay/Substandard</p>	Field	Description	Earnings Type	Click on the  to find the pertaining code. Pre-filled if HQ approval received.	Highest Pay Grade Held	If an officer or enlisted member is entitled to Severance Pay Disability (S01A), enter the highest grade the member satisfactorily held. Otherwise leave blank.	YY/MM of Active Service	This field will be automatically filled, however the active service time still needs to be verified by the SPO. The data will be used in the computation of Severance Pay Disability, Reserve and Enlisted Separation Pay.	Discharge Gratuity	If entitled, enter the amount of Discharge Gratuity. Must not exceed \$25.00.
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# RELEASE FROM ACTIVE DUTY (RELAD)

## Data Entry, Continued






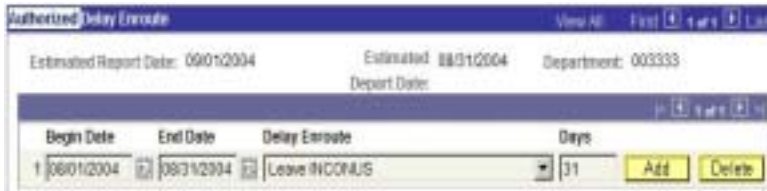



Step	Action												
6	<p>You must complete the Reserve Status Tab Page prior to creating Orders (see below). This transaction does not require Review and Approval.</p> <p>The Reserve Status Transaction is separate from the RELAD Transaction and does NOT require Review and Approval but should never be done from the Separation component unless being done in conjunction with the RELAD.</p> <p>Click the <b>Reserve Status</b> tab and complete the following</p> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td><b>Employee Classification</b></td><td>Select a Classification from the dropdown menu listing.</td></tr> <tr> <td><b>Reserve Training/Pay Code</b></td><td>Enter the Training/Pay Category, or click the  button and the <b>Lookup</b> tab for a listing.</td></tr> <tr> <td><b>Reserve Classification</b></td><td>Enter the appropriate classification from the drop down list.</td></tr> <tr> <td><b>TRA-PAY-CAT Effdt</b></td><td>Should be one day after the RELAD Date</td></tr> <tr> <td><b>Classification Effdt</b></td><td>Should be one day after the RELAD Date unless an older date exists.</td></tr> </tbody> </table>	Field	Description	<b>Employee Classification</b>	Select a Classification from the dropdown menu listing.	<b>Reserve Training/Pay Code</b>	Enter the Training/Pay Category, or click the  button and the <b>Lookup</b> tab for a listing.	<b>Reserve Classification</b>	Enter the appropriate classification from the drop down list.	<b>TRA-PAY-CAT Effdt</b>	Should be one day after the RELAD Date	<b>Classification Effdt</b>	Should be one day after the RELAD Date unless an older date exists.
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7	<p>Click  <b>Save</b>. You will receive the following warning. Click the OK button to continue.</p>  <p>This Warning will only appear when the “D” RELAD is selected in the TYPE block</p>  <p>You will enter the information (CGHRSUP employee ID) necessary to workflow the transaction later in this process.</p>												

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# RELEASE FROM ACTIVE DUTY (RELAD)

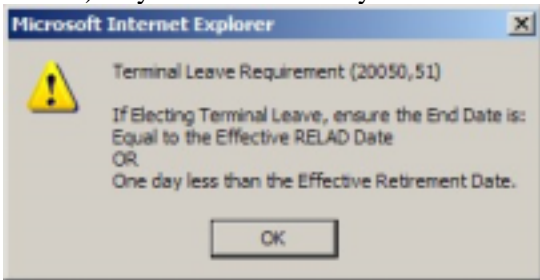

## Data Entry, Continued

Step	Action												
8	Click the <b>Orders</b> link. The member's orders will open in a new window. 												
9	Locate the <b>Basic Information</b> section. Enter the Authorizing Official's Name and Rate/Rank 												
10	Locate the <b>Itinerary</b> section: <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td><b>Report Date</b></td><td>Enter date member is reporting to IRR or Reserve Unit.</td></tr> <tr> <td><b>Depart Date</b></td><td>Leave Blank</td></tr> <tr> <td><b>Department</b></td><td>If going to the IRR use <b>DEPTID 002817</b> Otherwise use the drilling Department ID. Click on the  to lookup.</td></tr> <tr> <td><b>Description</b></td><td>Will pre-fill when Department is selected</td></tr> <tr> <td><b>City/State/Country</b></td><td>Will pre-fill when Department is selected.</td></tr> </tbody> </table>	Field	Description	<b>Report Date</b>	Enter date member is reporting to IRR or Reserve Unit.	<b>Depart Date</b>	Leave Blank	<b>Department</b>	If going to the IRR use <b>DEPTID 002817</b> Otherwise use the drilling Department ID. Click on the  to lookup.	<b>Description</b>	Will pre-fill when Department is selected	<b>City/State/Country</b>	Will pre-fill when Department is selected.
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11	Locate the <b>Authorized Delay Enroute</b> section and complete the following: <b><u>NOTE: Enter the Travel Time for Demobilized Reservists as NON CHARGEABLE ABSENCE</u></b>  <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td><b>Begin Date</b></td><td>Enter a date in MMDDYYYY format. <b>OR</b> Click the <b>Choose a Date</b> to select a Begin Date. This is the leave date the member is planning on departing his current unit, normally taken from the CIW.</td></tr> <tr> <td><b>End Date</b></td><td>Enter a date MMDDYYYY format, <b>OR</b> Click the <b>Choose a date</b> button  to select an End Date</td></tr> <tr> <td><b>Delay Enroute</b></td><td>Click the dropdown button to view and select from the list. Select the type of delay authorized for the date entered. <b><u>Enter the Travel Time for Demobilized Reservists as NON CHARGEABLE ABSENCE.</u></b></td></tr> </tbody> </table>	Field	Description	<b>Begin Date</b>	Enter a date in MMDDYYYY format. <b>OR</b> Click the <b>Choose a Date</b> to select a Begin Date. This is the leave date the member is planning on departing his current unit, normally taken from the CIW.	<b>End Date</b>	Enter a date MMDDYYYY format, <b>OR</b> Click the <b>Choose a date</b> button  to select an End Date	<b>Delay Enroute</b>	Click the dropdown button to view and select from the list. Select the type of delay authorized for the date entered. <b><u>Enter the Travel Time for Demobilized Reservists as NON CHARGEABLE ABSENCE.</u></b>				
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# RELEASE FROM ACTIVE DUTY (RELAD)

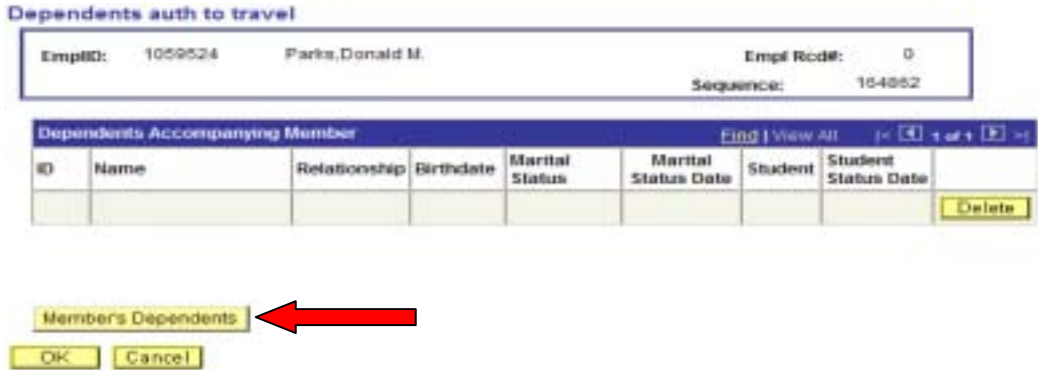

## Data Entry, Continued

Step	Action
11 (cont)	<p>Add an additional Delay Period by clicking on the <b>Add</b> button if necessary (e. g. When member is taking terminal leave, and one portion is OUTCONUS, and one portion is INCONUS).</p> <p><b>Reminder:</b> The ‘End Date’ for the last leave period must be one day before the Discharge date (shown above as the “Estimated Report Date”). If you make an error you will receive this message:</p>  <p>Review the leave period(s) you entered and correct the end date before continuing.</p>
12	<p>In the sections labeled <b>Primary Mode of Travel</b> and <b>Primary Mode of Transportation</b> select or de-select an option.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="191 926 846 1163"> <p><b>Primary Mode of Travel</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Commercial Carrier (own expense subject to reimbursement)</li> <li><input type="checkbox"/> Gov't Transportation Account (GTA)</li> <li><input type="checkbox"/> Gov't Owned Conveyance</li> <li><input type="checkbox"/> Privately Owned Conveyance (POC)</li> <li><input type="radio"/> Gov't Advantageous    <input type="radio"/> Not to exceed cost of GTR \$ <input type="text"/></li> </ul> </div> <div data-bbox="883 926 1422 1163"> <p><b>Primary Mode of Transportation</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Air                      <input type="radio"/> Bus</li> <li><input checked="" type="radio"/> Car                        <input type="radio"/> Motorcycle</li> <li><input type="radio"/> Train                      <input type="radio"/> Vessel</li> </ul> </div> </div>
13	<p>Scroll down and click on the <b>Order Notes</b> button. Enter the Order Note ID if known, or click the  button and the <b>Lookup</b> tab for a listing.</p> <p>Order Notes are entries for the remarks block of the CG-5131. Select any order note, then delete the text and enter your own text.</p>
14	<p>Click on the <b>Dependents Auth to Travel</b> tab.</p>

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# RELEASE FROM ACTIVE DUTY (RELAD)




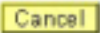
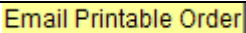


## Data Entry, Continued

Step	Action
15	<p>The field “Dependents Accompanying Member” will appear.</p> 
16	<p>Click the <b>Members Dependents</b> button. You will see a listing of Dependents for the member.</p>  <p>Note: See <a href="#">Employee Family Member and Beneficiary Information</a> in the online help for information on adding dependents.</p>
17	<p>To Select members authorized to travel on the Travel Orders, click the <b>Selected</b> option (checkbox-<input type="checkbox"/>). Once selected, a check mark will appear next to the Dependents Name. <input checked="" type="checkbox"/> .</p> <p>Click the <b>OK</b> button.</p>

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# RELEASE FROM ACTIVE DUTY (RELAD)

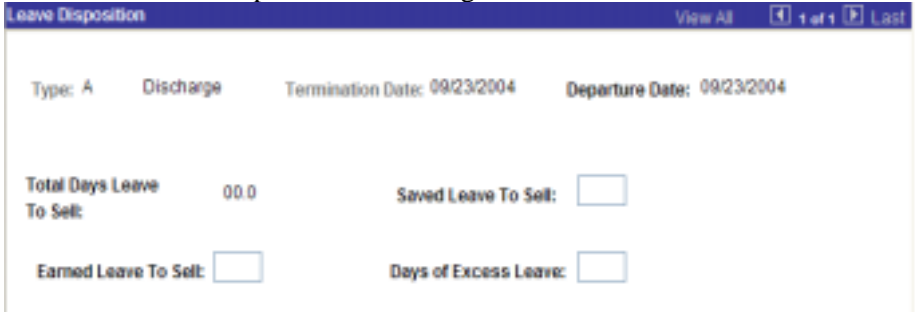
## Data Entry, Continued

Step	Action
18	<p>The Dependent selected now appears on the <b>Dependents auth to travel</b> screen as below. Click the <b>Ok</b> button.</p> 
19	<p>Click the  <b>Save</b> button. You will receive the following warning/information message:</p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Separation</a></p> <p>Warning -- Separations Reminder (20050,50)</p> <p>You have made a change that may impact the Separation Transaction. Return to the Separation Component and effect your change by Saving the Separation Transaction.</p> <p>If you changed an Approved Transaction, you must Re-route for Approval and If you have Approval Authority, you must Re-Approve the transaction.</p> <p> </p>
20	<p>To obtain a printable version of the orders, click the  button. The system will send a copy of the orders to your 'Business E-Mail' address.</p>
21	<p>Click on the  to close the orders window, the separation transaction window should still be present on your screen; you can use the menus to return to the member's separation page (step 1 in this procedure). The departure date and termination date will be filled. (e. g. The screen does not yet reflect any terminal leave you entered in the orders), this will update after you enter the remaining separation information and save the transaction.</p> <p><b>Termination Date:</b>  <b>Departure Date:</b> 09/23/2004</p> <p>At this point, you should complete the DD-214. Click the DD-214 link at the bottom of the Separations page. See the <a href="#">DD-214 section of the online help</a> for instructions; they are not included with this guide.</p>

*Continued on next page*

# RELEASE FROM ACTIVE DUTY (RELAD)

## Data Entry, Continued

Step	Action								
22	<p>After completing the DD-214, return to the Separations page and click the <b>Leave Disposition</b> TAB. At the <b>Leave Disposition</b> section complete the following:</p>  <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td><b>Earned Leave to Sell</b></td><td>Enter the amount of Earned Leave to sell or leave blank.</td></tr> <tr> <td><b>Saved Leave to Sell</b></td><td>Enter the amount of Saved Leave to sell or leave blank.</td></tr> <tr> <td><b>Days of Excess Leave</b></td><td>If member has an excess leave balance on the date of separation, enter the number of excess leave days.</td></tr> </tbody> </table> <p><b>Reminder:</b> It is extremely important to dispose of the member's entire leave balance.</p> <p>The Leave Disposition page allows the member to sell any unused leave that may remain as of the day of separation. These fields may be left blank if the member is not selling any leave. It also allows the system to debit the member's pay of any excess leave previously taken. Clicking on the Leave Disposition tab will bring up the below page. The page provides balances for regular leave, saved leave, and cumulative leave sold as of the system's last end of month compute cycle.</p>	Field	Description	<b>Earned Leave to Sell</b>	Enter the amount of Earned Leave to sell or leave blank.	<b>Saved Leave to Sell</b>	Enter the amount of Saved Leave to sell or leave blank.	<b>Days of Excess Leave</b>	If member has an excess leave balance on the date of separation, enter the number of excess leave days.
Field	Description								
<b>Earned Leave to Sell</b>	Enter the amount of Earned Leave to sell or leave blank.								
<b>Saved Leave to Sell</b>	Enter the amount of Saved Leave to sell or leave blank.								
<b>Days of Excess Leave</b>	If member has an excess leave balance on the date of separation, enter the number of excess leave days.								
23	Click the <b>Separation Approval</b> tab.								
24	<p>At the <b>Separations Approval</b> screen, enter the employee ID number for the CGHRSUP Role User who will be reviewing and approving this transaction.</p> <p>(Note: If you are the CGHRS Role User approving this transaction, see the approval procedures on the last page of this guide for instructions).</p>								
25	<p>Click the <b>Save</b> button. The Departure Date will automatically update to reflect any terminal leave or other authorized delay you entered in the orders.</p> <p><b>After saving</b> – Departure date has changed to reflect the terminal leave (19 days in this example, as shown in step 6 of this procedure).</p> <p>Termination Date: <input type="text" value="09/29/2004"/> Departure Date: 09/10/2004</p>								

Continued on next page


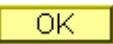
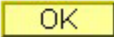
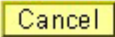

# RELEASE FROM ACTIVE DUTY (RELAD)

## Approval Procedure

### Procedure

Access your Worklist and follow these steps to approve the transaction:

(Note: See the [Worklist](#) topic in the online help for additional information on accessing your Worklist.)

Step	Action
1	Locate the Worklist item in the Link column, click on the Employee.
2	<p>Once in the Separations screen, Supervisors must decide which action from the Approval Status button to take. The Selections are:</p> <ul style="list-style-type: none"><li>• <b>Approve</b> – select to approve</li><li>• <b>Denied</b> – Select to deny (disapprove) the transaction. If desired, a text box is available to advise why the transaction is denied.</li><li>• <b>Pending</b> - This used when the transaction needs further information, You may return and complete the transaction at a later date.</li></ul> <p> If the Approver selects Denied, or Pending if further information is needed. The transaction can be rerouted to a specific user by entering the Employee ID in the “Route to: block”. When an Employee ID is entered in the route to block the transaction will appear on their Worklist.</p>
3	<p>Click on . If you selected “Approve” in Step 2 you will receive the following warning:</p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Separation</a></p> <p>Warning – Saving an Approved Separation (20050,71)</p> <p>You are attempting to save a separation with an approved status. Since you have CGHRSUP role you are creating a new or correction transaction.</p> <p>If this is desired, press OK.</p> <p>If you do not wish to create a new or correction transaction at this time, press Cancel and set the approval status to Pending prior to saving.</p> <p> </p> <p>If you want to transmit the separation click OK. If you did not intend to approve and transmit the separation click Cancel.</p>
<p> <b><u>REMEMBER TO GO BACK TO THE WORKLIST AND CHECK THE “MARK WORKED BUTTON”.</u></b></p>	